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~~CONFIDENTIAL~~ *Train, 6* 57-4273  
 Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: 11 December 1957

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FROM :

SUBJECT: Proposed course in the Writing of Regulations

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 Outlined below are some rather rough ideas that may provide a place to start in developing the course in the writing of regulations. I would appreciate it if you, [REDACTED] and others who have an interest in the problem would comment on these ideas and would make any additional suggestions that might be helpful.

1. If the second meeting of the course were a three-hour seminar on the problems of regulatory issuances (not only actual writing problems), would it be possible to have present as a "consultant" a person qualified and authorized to discuss regulations problems and the Agency policies concerning them? The "consultant" would be pre-briefed on the kinds of questions that would be likely to come up during the seminar, and the course instructor would act as chairman of the meeting.
2. Could the following kinds of material be made available for the course?
  - a. Documented case histories of the development of some regulations -- original drafts, various revisions, final products, and modifying Notices or Handbooks.
  - b. Samples of regulations that have caused trouble because of differences in interpretation.
  - c. Samples of "regulations-in-the-making" problems -- regulations that are currently in the process of development.
  - d. Samples of regulations problems that are likely to arise in the future or problems that probably would arise under certain conditions -- brush-fire hot war, expansion or contraction of Agency function, and the like.
3. Do the following kinds of exercises appear to meet the needs of that part of the course concerned with the actual writing of regulatory issuances?
  - a. Rewriting of selected regulations to remove jargon and excess wordage.

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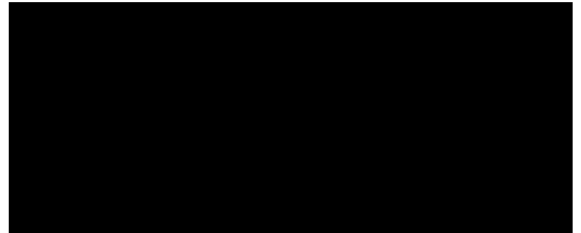
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- b. Rewriting of selected regulations to eliminate ambiguity and the possibility of misunderstanding.
- c. Drafting regulations to meet a given set of requirements.
- d. Redrafting regulations formulated by other members of the class.
- e. Final drafting of regulations after group coordination (three or four students to function as a coordinating group).
- f. Drafting regulations to meet a given set of requirements, including Handbook supplementation, and outlining the necessary Handbook material.

When I have your comments and suggestions I shall work out a tentative detailed plan for the course. If that plan appears to be practicable, we can go ahead with a trial run.

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